INSTRUCTIONS FOR CREATING A MONTANA ePass ACCOUNT

& SETTING UP THE "FILE TRANSFER SERVICE" (EMAIL)

21st Century Community Learning Center (21st CCLC) programs are now allowed to send in student level information (i.e. documents containing student name, birthdate, school name) to the Office of Public Instruction (OPI) for reporting purposes; however, all documents that contain student level information must be sent through the secure email service, Montana ePass. Within ePass, you will add the email service called the "File Transfer Service". Instructions for creating an account and using the ePass system are below: (If you have already set up an ePass account in the past, you do not need to do it again. You can continue to use the system as before.)
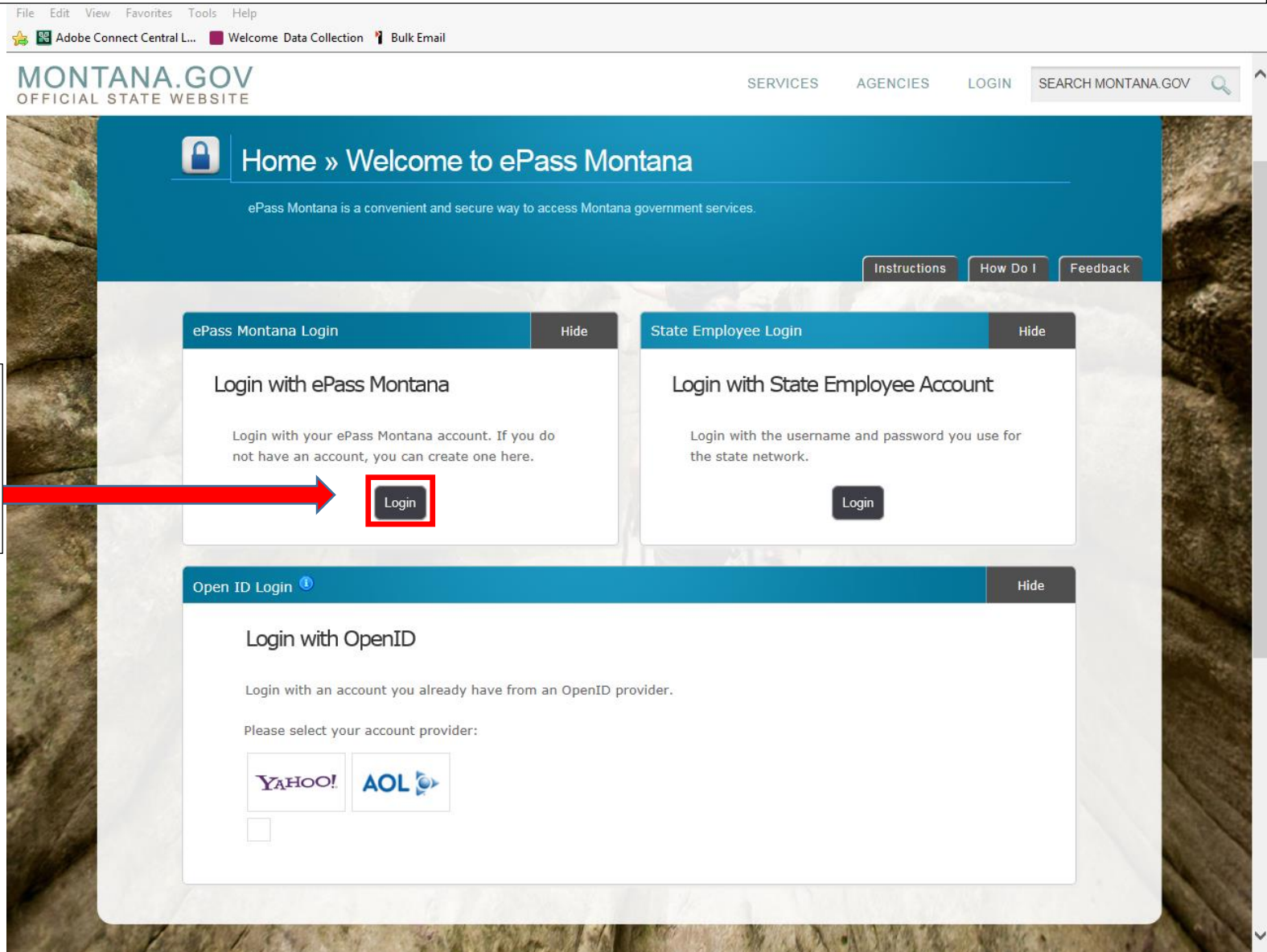
IMPORTANT NOTE: Please **DO NOT** send any student level information or documents containing student level information to the Office of Public Instruction's (OPI's) 21st CCLC program through your regular email server (i.e. Microsoft Outlook, Gmail, Yahoo, etc.). These servers cannot guarantee that the student's confidential information won't be picked up by potential computer hackers. ONLY USE Montana ePass.

1. **OPEN THE ePass HOME PAGE:**
A. Click on this link to access the login/create a new account page in ePass: https://app.mt.gov/epass/Authn/selectIDP.html . (Save this link under your "Favorites" on the top menu bar)
The Welcome page looks like this:
B.

2. **TO CREATE AN ACCOUNT:**

A. Under:
"Login with ePass Montana"

Click on [Login]

Adobe Connect Central L...   ■ Welcome Data Collection   Bulk Email

MONTANA.GOV
OFFICIAL STATE WEBSITE

SERVICES   AGENCIES   LOGIN   SEARCH MONTANA.GOV 🔍

ePass Montana

🔒 Home » ePass Montana Login

ePass Montana provides access to all authorized eGovernment services using one username and password.

Instructions   How Do I   Feedback

Existing User

Username:

adomino@mt.gov

Password:

●●●●●●●●●●

Forgot your Username or Password?

Login

New User

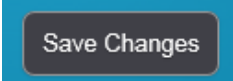Create an ePass Montana account by selecting the button below:

Create an Account

Home

2. To create an account:

B. Under:
"New User"
Click on

Create an Account

2. Create an Account:

C. Complete this page, then at the bottom, click **Save Changes**. The OPI will not have access to your password. Please keep passwords in a safe location.

2.   Create an Account:
        D. You will receive the email below after you Save Changes with a link to validate your account. Once you validate your account, you may begin logging in to send and receive emails.

FILE TRANSFER SERVICE

STATE OF MONTANA

**You must validate your account in order to use
the State of Montana File Transfer Service. Click on the link below:**

https://transfer.mt.gov/Home/Validate?validationToken=5dd56a7c-edc1-4fc3-8bed-6f6ee6533dfb

Replies to this email are not monitored.

https://transfer.mt.gov/

3.   **LOGIN TO YOUR ACCOUNT:**
        A. On the ePass "Home >>Welcome to ePass Montana" page

3. To login to your account:

A. Under:
"Login with ePass Montana"

Click on [Login]

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ePass Montana

🔒 **Home » ePass Montana Login**

ePass Montana provides access to all authorized eGovernment services using one username and password.

Instructions   How Do I   Feedback

Existing User

Username:

adomino@mt.gov

Password:

•••••••••••

Forgot your Username or Password?

Login

New User

Create an ePass Montana account by selecting the button below:

Create an Account

Home

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3. To login to your account:

B. Under:
"Existing User", enter your Username, and Password, then:

Click on Login

4. Set up the "File Transfer Services" necessary to email student level data:
This page shows both the services that you may add to your account, and any list of services that you may have already added to your account.

Adobe Connect Central L...   Welcome Data Collection   Bulk Email

MONTANA.GOV
OFFICIAL STATE WEBSITE

SERVICES   AGENCIES   LOGIN   SEARCH MONTANA.GOV

Home » Welcome to the ePass Montana Dashboard

Use this page to read about the latest ePass Montana news, manage your ePass Montana services and maintain your account information.

Instructions   How Do I   Feedback

Account Information ⓘ   Hide

Welcome, Amanda Domino   Other Accounts

You Are Logged In With Your State Account   Login With Another Account

State   ePass Montana   OpenID

Edit Your Account Information   Logout From All Accounts

Manage Your Account Services

Logout From This Account

4. To Set up your email account:

A. Under:
"Welcome, (your name)
Click on:

Manage Your Account Service

News and Information ⓘ   Hide

ePass Montana 2.33.0 Release Completed
Announcement   ePass Montana 2.33.0 Release Completed
                                                Announcement

Please be advised of the maintenance activities for DOA's
ePass Montana (Release 2.33.0) have been completed. This   ePass Montana 2.32.0 Release Completed
maintenance occurred on Sunday, December 27, 2015 at   Announcement
9:00 AM MST. Details for this release can be found under
                                                ePass Montana 2.31 Release Completed Announcement

                                                ePass Montana 2.28 Release Completed Announcement

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SERVICES   AGENCIES   LOGIN   SEARCH MONTANA.GOV

Welcome to ePass Montana

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Instructions   How Do I   Feedback

Done

Your Services ⓘ	Remove
eMACS	✕

My Favorites ⓘ	Remove

Add a link to My Favorites:

New URL:

http://

Link Name:

Add

Add a Service? ⓘ	Add

BFI eLicense Intranet   ✚

BOLD, Banking Online Database   ✚

Business Resource and Listing Update Tool   ✚

Business Tax Express (Bustax)   ✚

Child Support Payments   ✚

Convicted Offender Network   ✚

Criminal History Online Public Records Search (CHOPRS)   ✚

DEQ myCoal   ✚

DOJ Driver Record Search ¿ Prod   ✚

DPHHS Policy System   ✚

DPHHS TSD PolicyTech   ✚

Education Donations and Student Scholarship Organizations   ✚

eStop Licensing Portal   ✚

Facility Licensing and CNA Certification Online (NEW)   ✚

File Transfer Service   ✚

Inmate Banking   ✚

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4. To set up your email Account:

B: Under "Add a Service"

    a. Scroll down the list

    b. Select "**File Transfer Service**"

⭐ 🖼 Adobe Connect Central L...   🟥 Welcome Data Collection   📄 Bulk Email

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SERVICES   AGENCIES   LOGIN   SEARCH MONTANA.GOV   🔍

Welcome to ePass Montana

🔒 Home » Welcome to the ePass Montana Dashboard

Use this page to read about the latest ePass Montana news, manage your ePass Montana services and maintain your account information.

Instructions   How Do I   Feedback

Done

Your Services ⓘ   Remove

File Transfer Service ✕

My Favorites ⓘ   Remove

Add a link to My Favorites:

New URL:

http://

Link Name:

Add

4. To set up your email account:
c: Under "Your Services", the "File Transfer Service" will appear.

To save, click   Done

Add a Service? ⓘ   Add

BFI eLicense Intranet   ➕

BOLD, Banking Online Database   ➕

https://mt.gov/

5. **Sending and Receiving Emails through the File Transfer Service**
Once you have set up your account, you can access the "File Transfer Service" through the following instructions:
   A. Login in to the ePass system.

5. Sending & Receiving Emails:
B. Under "Your Services" Click on

File Transfer Service (ePass)

MONTANA FILE TRANSFER SERVICE

Logged in as: Amanda Domino (ADomino@mt.gov)

Logout   ePass Montana Home

To view Received documents, click on "Received Files" tab, then click on the document link to open it.

Received Transfers

Instructions   Feedback

🔲 Sent Files   📥 Received Files   📤 MT Drive   ⚙ User Preferences

🗑 Remove Selected File(s)   ➕ Send a New File(s)

5. **Sending & Receiving Emails:**
C. To Send a File:

➕ Send a New File(s)

Click on

☐ Select All	Name ⇕	Size ⇕	Downloaded ⇕	Sender ⇕	Sent ⇕	Expires ⇕	Status ⇕

<<   <   1   >   >>

MONTANA FILE TRANSFER SERVICE

Logged in as: Amanda Domino (ADomino@mt.gov)

Logout   ePass Montana Home

Select Files To Upload

Instructions   Feedback

Form E -
Attendance-
FINAL.xlsx

1 MB

Remove File

* Uploading folders is not supported.

❮ Back   Continue ❯

5. Sending and Receiving Emails:

D. Click anywhere inside the blue-shaded box. Your document files will open. Find the document you want to email to OPI. Click on the document and click open. The file will upload into the blue shaded box. Then, click "Continue".

MONTANA FILE TRANSFER SERVICE

Recipient Options

Instructions   Feedback

5. Sending & Receiving Emails

E. To enter the recipient's email address, click on:

State Employee or ePass Montana Customer

Please select the appropriate link below:

General
State Employee or ePass Montana Customer

Tax Forms

Department of Revenue:

Withholding Reporting:	Income Tax Refund:
W-2 Forms	**Refund Verification**
1099 Forms	

Unclaimed Property Reports

Holder Reports	**Unlocatable Mineral Holder Reports**

Audit Holder Reports

Audit Unlocatable Mineral Holder Reports

State Reciprocity Reports

Department of Transportation:

Fuel Tax Refunds	**IFTS Tax Returns**

🏠 Home   ❮ Back

MONTANA FILE TRANSFER SERVICE

5. Sending & Receiving Emails

F. Enter email:

adomino@mt.gov

Finally, click [Send]

Recipients

Instructions   Feedback

Recipients

To: ✉ adomino@mt.gov ✖

👤 Find a State Employee   📋 Find a State Group

[   ]   [Last Name   ]

🔍 Search

File(s)

Form E - Attendance-FINAL.xlsx

Message

Enter a message for the Recipient(s)

🏠 Home   ‹ Back   ➤ Send

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5. Sending & Receiving Emails

G. Confirmation that your document was sent to the recipient.

Sent Receipt

Instructions   Feedback

✔ **Upload success!**

The below files have been uploaded:

• Form E - Attendance-FINAL.xlsx

The file(s) will be delivered* to:

• adomino@mt.gov (adomino@mt.gov)

* Pending a successful virus scan.

Check the file(s) status by referring to your sent box.

🖨 Print   Continue ›

5. Sending and Receiving Emails:

H.　　　You will receive an email as below when you receive an email from the File Transfer service.

FILE TRANSFER SERVICE

STATE OF MONTANA

**The following file has been sent to you
through the State of Montana File Transfer Service:**

FILE NAME:	EXAMPLE DOCUMENT TITLE
SENT FROM:	Amanda Domino
MESSAGE:	You have a new file available in your File Transfer Service Inbox.

**To download this file,
click on the link below:**

http://transfer.mt.gov/transfer/ReceivedFileReport?TransferID=05ee61cd-c413-4e32-b9ed-2f0e2c5f55e5

Replies to this email are not monitored.

https://transfer.mt.gov/